

Payroll Specialist

Performs administrative, accounting and personnel services in the Treasurer/Collector's Office in the maintenance and processing of all Town payroll transactions, contracts and policies; performs other related work as required.

A copy of the full job description is attached. This position is a TOSCA A-7 classification for 35 hours per week. Starting salary is \$19.73 per hour.

Town application, cover letter, resume and three references to Patricia Vinchesi, Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066.